

@w.i.n.

total print management



Wallace @W.I.N User Guide

v5.7

Welcome to the Wallace @w.i.n. website for ordering printed items. The user guide provides the basic steps of entering an online order.

Placing an online order with Wallace @w.i.n. is easy. It just takes an Internet browser, an authorized User ID and password, and a few minutes. Once your order has been **entered** and **submitted**, it will automatically be fulfilled using the integrated Wallace Order Fulfillment systems.

After opening your Internet browser, go to the following URL:

<http://win.wallace.com>

(Please note: there is **NO** www before the win)

Logging Into @W.I.N.

Below is how the login screen appears. The login screen is not case sensitive: you can enter information in either upper or lowercase.



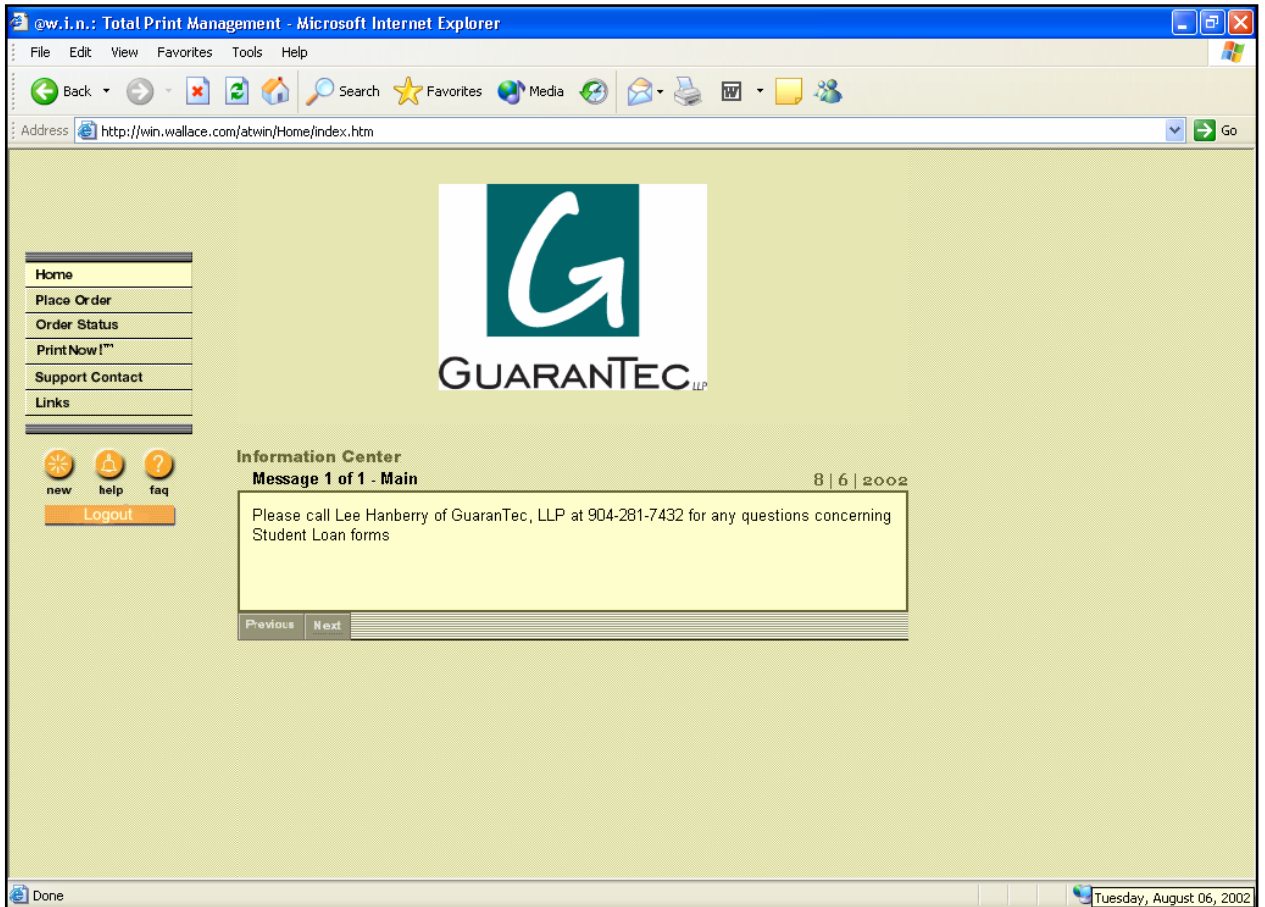
Enter your personalized User ID in the **User ID** field

Enter your personalized Password in the **Password** field

Enter **GUARANTEC** in the **Account #** field

Click on the **Go** button to proceed.

After clicking the **Go** button, the system will load the **Wallace Home Page & Information Center** shown below:



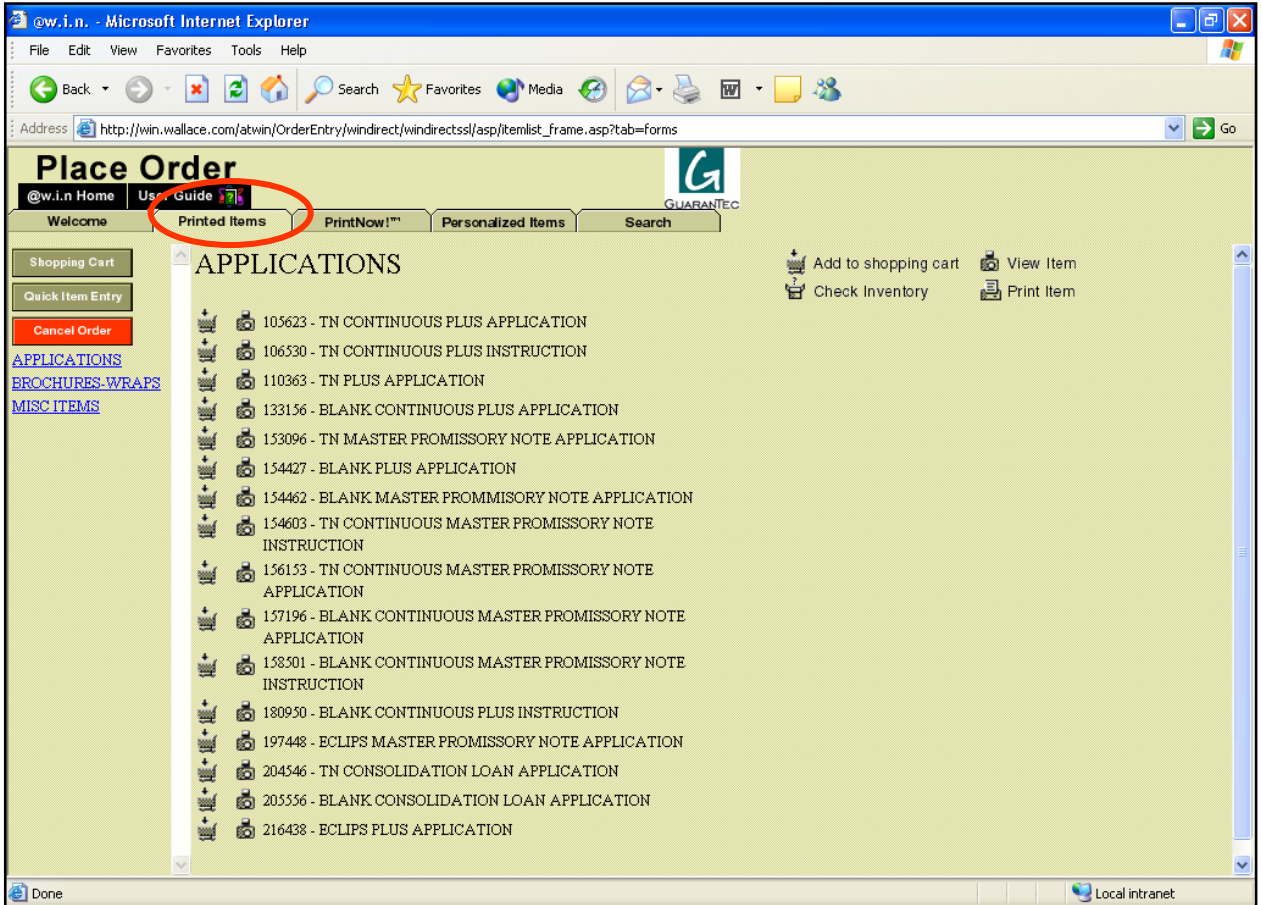
On the left of the @w.i.n. Home Page are modules or services that can be selected for the **GuaranTec @w.i.n.** Site:

- Place Order
- Order Status
- PrintNow!
- Support Contact
- Links



How to Place an Order:

Click on the **Place Order** icon. Currently, all **GuaranTec** items are located in the Printed Items tab.

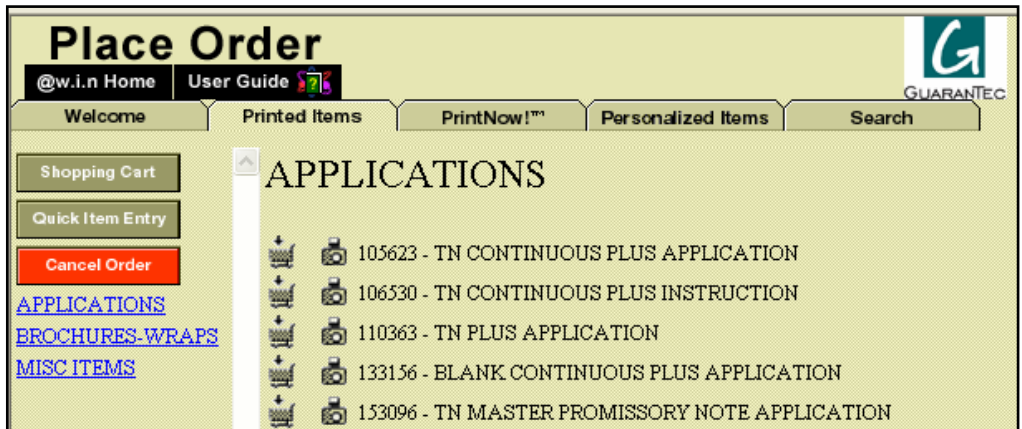



To order printed items:

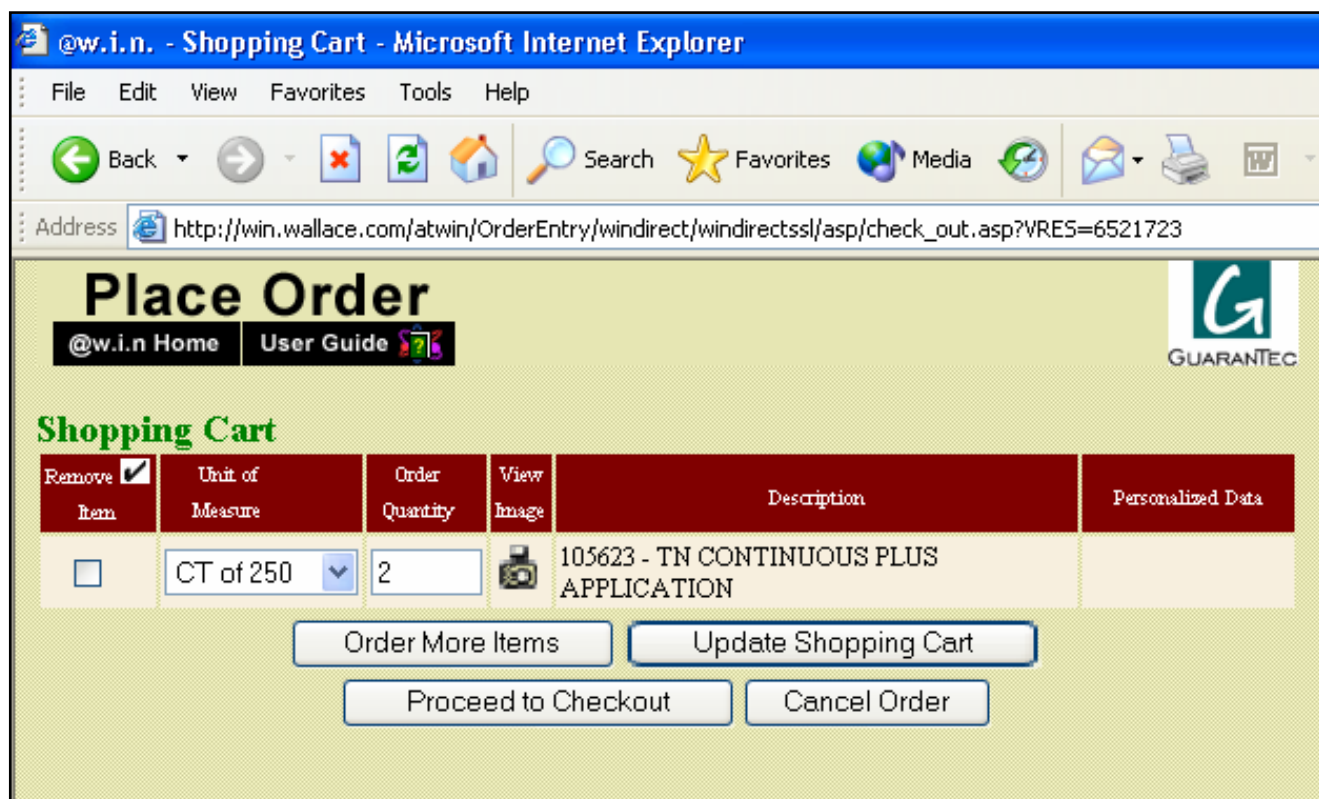
While in the Printed Items tab, click on the subcategory you want. Once in the subcategory, click on the



next to the item you wish to order.




Clicking on the  will bring up the Shopping Cart screen. As you build your online order, items will continually be added to the **Shopping Cart**. You will easily see your order in line item form. You have the ability to review the list easily, and add or remove items from the shopping cart as desired until your order is complete, as shown on the screen below.



Place Order

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Shopping Cart

Remove <input checked="" type="checkbox"/>	Unit of Measure	Order Quantity	View Image	Description	Personalized Data
<input type="checkbox"/>	CT of 250	2		105623 - TN CONTINUOUS PLUS APPLICATION	

Order More Items Update Shopping Cart

Proceed to Checkout Cancel Order

Please ensure that the correct Unit of Measure and Order Quantity is entered for each item in the Shopping Cart. In this example, 2 CT of 250 applications are being ordered, for a total of 500 applications.

After ensuring the Unit of Measure and Order Quantity are correct, click on **“Proceed to Checkout.”**

Completing Your Order:

After reviewing the shopping cart for accuracy, click **Proceed to Checkout** to begin the Easy Step Checkout Process.

Checkout Process - Step 1: Address Search

Search by School or Lender Code: Please enter your school or lender code to begin the check out process.

The screenshot shows a Microsoft Internet Explorer browser window with the title "@w.i.n. - Ship-To State - Microsoft Internet Explorer". The address bar displays the URL: <https://win.wallace.com/ATWIN/orderentry/windirect/windirectssl/asp/SearchPage.asp?VRES=4927027>. The main content area has a light green background and features the heading "Place Order" in large black font. Below this heading are two links: "@w.i.n Home" and "User Guide". In the top right corner, there is a logo for "GUARANTEC" consisting of a green square with a white 'G' and the word "GUARANTEC" below it. The main heading for this section is "Checkout Process - Step 1: Address Search" in green font. Below this heading, a text instruction reads: "To narrow the search for the shipping address for this order, please use the search tool(s) provided below, and then press **Next** to see the results of your search." Underneath the instruction, the text "Search Option(s)" is followed by the label "School or Lender Code" and a text input field. At the bottom of the form, there are three buttons: "Next >>", "Return to Shopping Cart", and "Cancel Order".

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Checkout Process - Step 1: Address Search

To narrow the search for the shipping address for this order, please use the search tool(s) provided below, and then press **Next** to see the results of your search.

Search Option(s)

School or Lender Code

Checkout Process - Step 2: Address Selection

If more than one Ship To address meets the search criteria specified, please select a Ship To address for this order from the drop down list. If only one address exists, verify the address displayed, then press **Next** to continue.

The screenshot shows a web browser window titled "@w.i.n. - Checkout Process - Microsoft Internet Explorer". The address bar displays "https://win.wallace.com/ATWIN/orderentry/windirect/windirectssl/asp/5Results.asp?VRES=5186579". The page content includes a "Place Order" header with "@w.i.n Home" and "User Guide" links, and the "GUARANTEC" logo. The main heading is "Checkout Process - Step 2: Address Selection". Below it, a message states: "More than one Ship To address met the search criteria specified. Please select a Ship To address for this order from the list below. Verify the address displayed, then press **Next** to continue." A dropdown menu shows the selected address: "810612 - AM SOUTH - 550 METROPLEX DRIVE NASHVILLE TN 372113133". Below this, a "Ship To Address:" section displays the address details in a scrollable box: "AM SOUTH", "550 METROPLEX DRIVE", "NASHVILLE, TN 372113133", and "USA". A message "My shipping information is not listed" is followed by a checkbox labeled "Check here and then press **Next** to enter new shipping information". At the bottom, there are four buttons: "<< Previous", "Next >>", "Return to Shopping Cart", and "Cancel Order". The status bar at the bottom shows "Done" and "Microsoft PowerPoint - [@win User Guide - GuarantEC]".

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Checkout Process - Step 2: Address Selection

More than one Ship To address met the search criteria specified. Please select a Ship To address for this order from the list below. Verify the address displayed, then press **Next** to continue.

810612 - AM SOUTH - 550 METROPLEX DRIVE NASHVILLE TN 372113133

Ship To Address:

AM SOUTH
550 METROPLEX DRIVE
NASHVILLE, TN 372113133
USA

My shipping information is not listed
☐ Check here and then press **Next** to enter new shipping information

<< Previous Next >> Return to Shopping Cart Cancel Order

Done Microsoft PowerPoint - [@win User Guide - GuarantEC]

Checkout Process - Step 3: Order Information

Enter the Ship to Information; all required shipping information is marked with an *. After filling in all required information, click **Next**.

@w.i.n. - Ship-To Information - Microsoft Internet Explorer


File Edit View Favorites Tools Help

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Address <https://win.wallace.com/ATWIN/orderentry/windirect/windirectssl/asp/ShipToInfo.asp?VRES=6928064>

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Checkout Process - Step 3: Order Information

Please enter the following shipping information (required fields are marked with an '*'). Press **Next** to continue.

*Email:	<input type="text"/>	Ship To AM SOUTH 550 METROPLEX DRIVE NASHVILLE, TN 372113133 USA
*Phone:	<input type="text"/>	
*School or Lender Code:	<input type="text"/>	
		*Ship To Attention: <input type="text"/>

Order Summary

Please check the order information to confirm accuracy. This screen allows you to go to the Previous Order Information Screen, Return to the Shopping Cart, Cancel the order, or Submit the order. After validating the order information on the summary page, click **Submit Order** (this button is on both the top and bottom of the screen: both function the same. You only need to click one of the two **Submit Order** buttons).

@w.i.n. - Order Summary Confirmation - Microsoft Internet Explorer


File Edit View Favorites Tools Help

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Address <https://win.wallace.com/ATWIN/orderentry/windirect/windirectssl/asp/Confirmation.asp?VRES=4377405>

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Order Summary

[Submit Order](#)

Your order will not be processed until you press the **Submit Order** button and receive your Sales Reference #.

Please review the following order information. If everything is correct, press **Submit Order**. Otherwise, click **Previous** to change shipping information or click **Return to Shopping Cart** to change line item information.

School or Lender Code: 162535

Ship To: AM SOUTH
550 METROPLEX DRIVE
NASHVILLE, TN 372113133
USA
Attn: Scot Nowicki

Email: rhansen@guarantec.com **Phone:** 555-555-5555

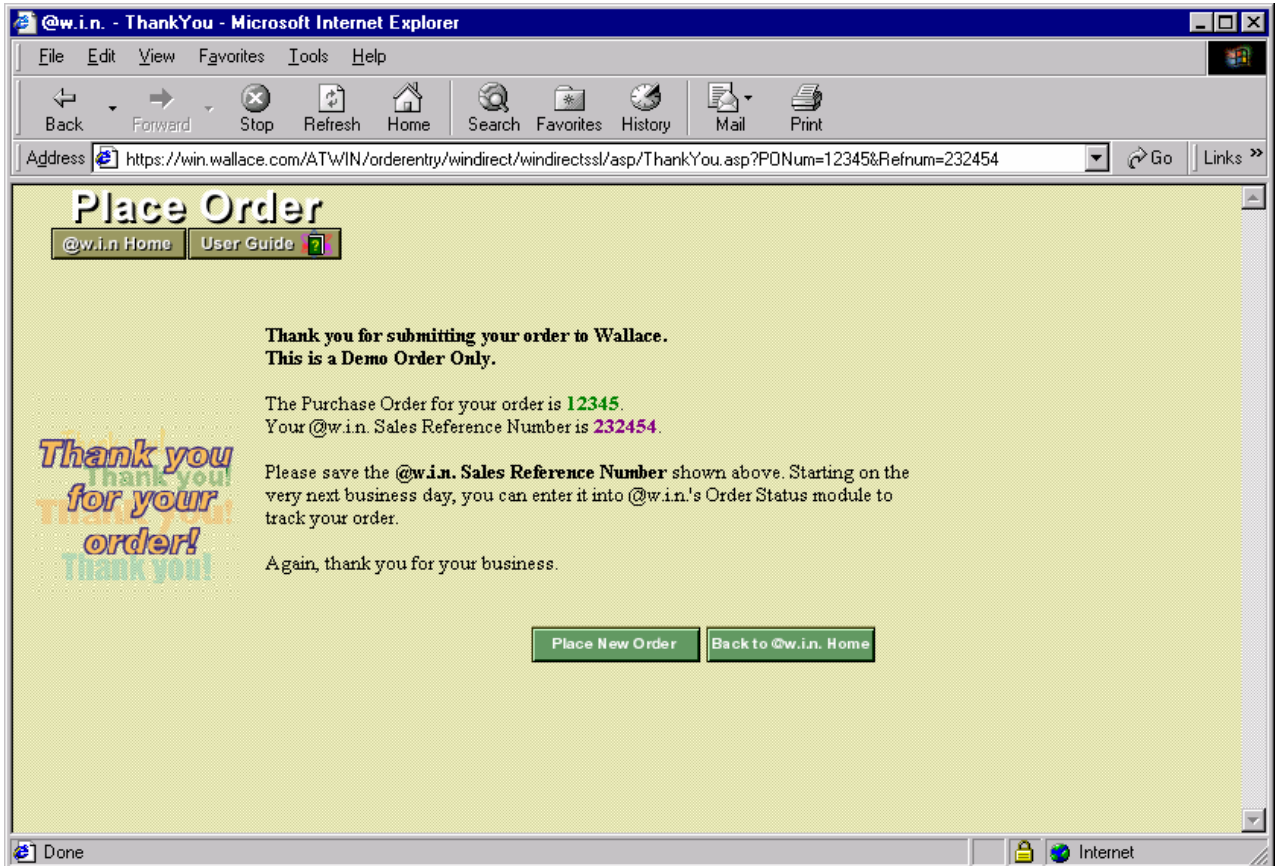
Item Description	Quantity	UOM
105623 - TN CONTINUOUS PLUS APPLICATION	2	CT of 250

[<< Previous](#) [Submit Order](#)

[Return to Shopping Cart](#) [Cancel Order](#)

Thank You for Your Order!

The Thank You screen confirms that your order has been successfully submitted for processing by Wallace. A unique 6-digit **@w.i.n. Sales Reference Number** will be generated. Execute a print screen and retain for reference if later you need to contact a Wallace Account Team Member. **Note: if you do not receive a @w.i.n. Sales Reference Number, your order is not complete and cannot be processed.** From this screen you can click **Place New Order**, or **Back to @win Home** where you can logout of the system.



When using **@w.i.n.**
total print management



... we will be there every step of the way.

questions or concerns?

call: **1.866.WIN.INFO**
(1.866.946.4636)

email: atwininfo@wallace.com

url: <http://win.wallace.com>

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